

# **Style Guide for Electronic Case Filing**

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## Introduction

This guide contains the preferred style practices for all users of the CM/ECF application in the District of Idaho. The intention of the guide is to make everyone's task easier, whether they are entering data or inquiring into the CM/ECF data base, or uploading a proposed order. The application of a common set of styles when creating docket entries results in information being captured and displayed in more uniform and predictable ways, thus reducing confusion and errors. In addition, style consistency is the key to efficient searches in CM/ECF, since successful queries require very exact matches on search data including punctuation, abbreviations, and upper or lower case characters.

## Adding Parties

Much of case opening in CM/ECF consists of adding the names of plaintiffs and defendants to cases. *When adding new parties to the CM/ECF database, the names should conform with standard punctuation and spacing conventions listed in the Style Conventions for Names section of this Guide.*

## Searching For Parties

Before adding any party to a case, search for that party using appropriate "search clues". If the system finds the correct name, select it to help eliminate different versions of the same party name.

Even something as simple as "United States" can cause ambiguity if everyone is entering it differently. For instance, following this style guide can help avoid "United States" being in the database also as "UNITED STATES", "U.S.", "US", "USA", "U.S.A.", or "U.S. of A." **See page 6 for examples.**

## Search Strategies

CM/ECF searches are not key word searches but require exact text matches.

- Be sure to use appropriate upper and lowercase characters since the search is case sensitive.
- When searching for parties, the more search clues you provide, the more likely you are to find the exact person you are searching for. For example, if you search for a last name of Grant, CM/ECF may return a list of a hundred parties with that last name. However, if you search for a last name of Grant with a Social Security number of 333-22-1111, CM/ECF will return a single party.
- When searching for parties, it may be necessary to conduct multiple searches. First, search for the entire party's name (e.g., World Communications). If that is not successful, you can search for part of the party's name (e.g., World Comm or just World). If there are articles in

the title such as "A" or "The," you may or may not need to include the article in the search. For example, a search request for The Timely Times may not produce a result. But a search request for Timely Times will be successful. Likewise a search for Timely Times may not produce a result; but a search for The Timely Times will be successful.

- When searching for a Party **DO NOT** use an asterisk or star at the end of the word. But an asterisk or star may be used before or within search strings as in the following:

☹ Villa\*

☹ \*Agriculture\*Dep

Use of the asterisk slows down the entire system. When searching for Villareal, the name will be found without using the asterisk as follows:

Villa

- An unsuccessful search for A & A Metals might be successful if you search without spaces (i.e., A&A Metals). On the other hand, an unsuccessful search for A&A Metals might be successful if you search with spaces (i.e., A & A Metals).
- Search by last name "Doe", if you have parties referenced as "Jane Doe, John Doe, Doe, or Does".

## Adding Plaintiffs and Defendants

- Add plaintiffs and defendants to cases using names exactly as they appear on the complaint. Or when you search for plaintiffs and defendants, you will may find them in the database and can use the information in the database.
- If a plaintiff or defendant has a title, add the title in the "party text" box. Any title that you add as party text will show up on the face of the docket report following the name and separated by a comma.

### Title Tips

1. The name of the plaintiff or defendant without the title will appear in docket text.
2. Titles will not appear on notices.
3. Titles will appear on the face of the docket report in upper and lower case following the plaintiffs or defendants name as shown below:

Jose Garza, Administrator of the Estate of Sylvia Garza

Alamo Limestone, a Texas Corp

Catherine V Ruiz, Official Administrator of Lottery Winnings

## Adding Plaintiffs and Defendants

- Add plaintiffs and defendants to cases using names exactly as they appear on the complaint. Or when you search for plaintiffs and defendants, you will probably find them in the database and can use the information in the database.
- Make sure to select the plaintiff or defendant party role. If you find a plaintiff or defendant in CM/ECF with an address, delete the address fields before accepting the Party Information screen.

## Style Conventions for Names

These style conventions apply to all names entered in the CM/ECF application.

- Use upper and lower case characters for all names and capitalize the first letter in a proper noun.  
  
Wallace D Smith  
United Services Fidelity and Guaranty
- Use single spacing between all names and initials . Do not use punctuation.  
  
J J Jones  
Smith Inc  
C W Bradford Ltd
- When typing names that have upper and lower case letters or hyphens, do not insert spaces.  
  
Patrick MacDougal  
Kathleen O'Brien  
Mary Smith-Baker
- If an individual does not have a middle name, leave that field blank. Do not enter "NMI" (no middle initial).
- If a party has multiple names such as Robert Kramer Johns Martin, add the extra names in the Middle Name box.  
  
Last name: Martin  
Middle name: Kramer Johns  
First name: Robert
- Business names should be entered entirely in the Last Name box. Do not use the First

Name or Middle Name box when entering business names.

- Do not use the ampersand sign for “and” unless it is part of a company name on the petition or pleading.

B & D Company  
Cameron & Associates

- Enter US and USA without any spaces.

☺ USDA

☺ US Attorney

☹ US Department of Agriculture

☹ United States Attorney

## Entering Spanish Surnames

The father’s surname, or in the case of a married woman, the husband’s surname, is always used as the control name.

Jose Rodolfo Ramirez-Villareal

First name: Jose

Middle name: Rodolfo

Father’s surname: Ramirez

Mother’s surname: Villareal

Enter: Last name: Ramirez-Villareal

First name: Jose

Middle name: Rodolfo

## Married Spanish Female

Lucero Villegas de Ramirez

The “de” in lower-case letters indicates that the woman is married. Consequently, the control name is her husband’s surname, “Ramirez”. **NOTE:** There are some exceptions when the “de” is used to link two first names. See the following example:

First name: Lucero

Middle name:

Father’s (her maiden) name: Villegas

Husband’s surname: Ramirez

Enter: Last name: Ramirez-Villegas de

First name: Lucero

Spanish speaking countries use the “de”, “la”, “los”, “del” to link two first names to make it into

one name, e.g., Maria **de** Jesus, Maria **de** Asencion, Maria **de la** Luz, Maria **de los** Angeles, Maria **del** Rosario, Maria **de** Atoche.

All the names linked with the **de, la, los, del**, mentioned above form one first name.

- Business names should be entered entirely in the Last Name box. Do not use the First Name or Middle Name box when entering business names.
- Do not use the ampersand sign for “and” unless it is part of a company name on the petition or pleading.

B & D Company  
Cameron & Associates  
J&J Trucking

- Enter US and USA without any spaces.

☺ USDA

☺ US Trustee

☹ US Department of Agriculture

☹ United States Trustee

## Style Conventions for Addresses

These style conventions apply to all party addresses entered in the CM/ECF application.

- Addresses must not exceed four (4) lines. The party name and address must not exceed five (5) lines.
- Abbreviate post office addresses without a space between the P O and B.

POB 1359  
POB 34321 (POB for “drawer”)

- Use digits for numbers in addresses.

3224 E 26<sup>th</sup> St  
425 6<sup>th</sup> St  
1 Valley Plaza

- When there is a street address as well as a post office box address for a party, add only the post office address.

John J Johnson  
POB 1477  
4218 Elmwood Lane (*Elimate this line*)

Bentonville AR 40453

- When needed, use the second and/or third line of the address for building name, suite number, floor, firm name, or attention.

Arthur Andersen and Associates  
Attn Terri Brooks  
John Hancock Bldg #2600  
8723 Michigan Ave  
Chicago IL 60604

- The city, state, and zip code must be the only information on the last address line.
- Use the full nine-digit zip code if at all possible.
- Foreign addresses must have the full name of the post office and country of destination printed in capital letters.
- The country name or APO destination must be the only information on the bottom line of the address.

Alfonso Diaz  
Rio de Danubec y Rio Florido  
CD JUAREZ CHIHUAHUA  
MEXICO #1050

Sgt John Smith  
C Company 237 Armor  
Unit #21103 Box 512  
APO AE 09014

- If the address contains an apartment number or suite number, use the # sign in place of the word, number or suite.

Barbara Bixby  
322 W Shady Ln #334  
Austin TX 78701

- Use c/o to indicate "In Care Of".

Manuel Ortega Jr  
c/o Manuel Ortega Sr  
6612 E 6<sup>th</sup> St  
El Paso TX 79901

- The preferred format for telephone numbers is (210) 261-3851.



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## Abbreviations

### States and Territories

AL	Alabama	MT	Montana
AK	Alaska	NE	Nebraska
AZ	Arizona	NV	Nevada
AR	Arkansas	NH	New Hampshire
AS	American Samoa	NJ	New Jersey
CA	California	NM	New Mexico
CO	Colorado	NY	New York
CT	Connecticut	NC	North Carolina
DE	Delaware	ND	North Dakota
DC	District of Columbia	CM	N. Mariana Isl.
FL	Florida	OH	Ohio
GA	Georgia	OK	Oklahoma
GU	Guam	OR	Oregon
HI	Hawaii	TT	Palau
ID	Idaho	PA	Pennsylvania
IL	Illinois	PR	Puerto Rico
IN	Indiana	RI	Rhode Island
IA	Iowa	SC	South Carolina
KS	Kansas	SD	South Dakota
KY	Kentucky	TN	Tennessee
LA	Louisiana	TX	Texas
ME	Maine	UT	Utah
TT	Marshall Island	VT	Vermont
MD	Maryland	VA	Virginia
MA	Massachusetts	VI	Virgin Islands
MX	Mexico	WA	Washington
MI	Michigan	WV	West Virginia
TT	Micronesia	WI	Wisconsin
MS	Mississippi	WY	Wyoming
MO	Missouri		

### Geographic Directions

North	=	N	Northeast	=	NE
South	=	S	Southwest	=	SW
East	=	E	Southeast	=	SE
West	=	W	Northwest	=	NW

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**Business Abbreviations**

Incorporated	Inc
International	Intl
Company	Co
Corporation	Corp
Association	Assn
Limited	Ltd
Limited Liability Partnership	LLP
Limited Liability Corporation	LLC
Associates	Assoc

**Abbreviate addresses using the following:**

Avenue	Ave
Boulevard	Blvd
Highway	Hwy
Interstate Highway	IH
Lane	Ln
Street	St
Road	Rd
Parkway	Pky
Rural Route	RR
Route	Rt
Highway Contractor	HC
Circle	Cir
Court	Ct
Place	Pl
Building	Bldg
Central	Cen
First	1 <sup>st</sup>
Second	2 <sup>nd</sup>
Third	3 <sup>rd</sup>
Floor	Fl